

**701—5.3(17A,22) Requests for access to records.**

**5.3(1)** *Location of record.* In lieu of “(insert agency head)” insert “director”. In lieu of “(insert agency name and address)” insert “Iowa Department of Revenue, Taxpayer Services, Box 10457, Des Moines, Iowa 50306”.

**5.3(2)** *Office hours.* In lieu of “(insert customary office hours and, if agency does not have customary office hours of at least thirty hours per week, insert hours specified in Iowa Code section 22.4)” insert “8 a.m. to 4:30 p.m. daily excluding Saturdays, Sundays, and legal holidays”.

**5.3(7)** *Fees.*

*c. Supervisory fee.* In lieu of “(specify time period)” insert “one-half hour”. In lieu of “(An agency wishing to deal with search fees authorized by law should do so here.)” insert “An hourly fee may be charged for actual agency expenses in searching for requested records when the time required for searching for a combination of searching, supervision and copying is in excess of one-half hour.”